Electronic Traffic Information Processing (eTRIP) Project

Traffic Data Collection Software (TDCS)

Project Charter

Version1.6

By the
Administrative Office of the Courts
Department of Licensing
Washington State Department of Transportation
Washington State Patrol

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Introduction

The aim of this Project Charter is to convey the purpose and requirements for the Traffic Data Collection Software (TDCS) project. This charter documents the scope, goals, objectives, and project approach and is a formal agreement between the project sponsors and the project team.

The current traffic data flow process in Washington State involves significant manual entry of a large volume of collision reports and tickets *multiple times at multiple agencies*. Over 140,000 collision reports and over 1,000,000 tickets are entered annually with an expected future growth rate of 10% per year. These paper-based data collection systems are subject to inefficiencies, errors, time delays and excessive costs.

The Washington Traffic Records Committee (TRC) and the Traffic Records Oversight Committee created the Electronic Traffic Information Processing (eTRIP) Initiative to reduce the inefficiencies of our state's current paper-based process of collecting and exchanging traffic data. eTRIP is being implemented through a collaborative partnership that includes the Washington State Patrol (WSP), the Administrative Office of the Courts (AOC), Department of Licensing (DOL), the Washington State Department of Transportation (WSDOT) and local law enforcement agencies.

The eTRIP initiative will develop and implement an automated system that will enable law enforcement agencies (LEA's) to electronically create tickets, collision reports, and other forms in the field and transmit this data to authorized users. eTRIP seeks to accomplish the Washington Traffic Records Strategic Plan by replacing paper-based collection processes and exchanges to improve statewide traffic data. See appendix A for the list of projects included in the eTRIP initiative.

The eTRIP initiative has been divided into separate projects that will be completed over several phases. Together, these projects will carry out the following three (3) objectives:

- Support efforts to provide law enforcement officers methods to electronically capture ticket data, collision report data and other data in the field
- Develop a statewide data exchange network to allow this data to be transmitted electronically to users
- Prepare agency systems and repositories to receive electronic traffic data

One of the first projects of eTRIP to be accomplished is to develop and deploy traffic data collection software (TDCS) to an initial group of officers and provide it to law enforcement agencies who wish to issue tickets and create collision reports electronically.

Project Scope

The project scope describes what is to be achieved and what will not be included in the project. It also sets forth the goals, objectives, and approach to the project, as well as the stakeholders' expectations for the final deliverables.

The scope of the Traffic Data Collection Software (TDCS) project is to purchase and implement a data collection software application to enable electronic ticketing and collision reporting. It will be implemented in two phases. The first phase will be to implement the electronic ticketing process and to plan and design the electronic collision reporting process. The second phase will be the actual implementation of the electronic collision reporting process based on the design from the first phase.

In the first phase of TDCS we will provide the data collection software and hardware to only an initial implementation group of Troopers/Officers:

- A WSP Field Operations Bureau (FOB) Trooper and an Investigative Services Bureau (ISB) Commercial Vehicle Division (CVD) Trooper who will be able to record and package tickets and collision reports electronically using the TDCS.
- A county Deputy Sheriff who will be able to record and package tickets and collision reports electronically using the TDCS or their agency's software.
- A Police Officer from a small LEA who will be able to record and package tickets and collision reports electronically using the TDCS or their agency's software.

(Agreements will be drawn up with each participating agency)

The TDCS will be developed in an open system environment using standards to enable law enforcement agencies from across the state to use the software without licensing fees if they choose while maintaining compatibility with state systems and repositories. LEA's will have the option of using their current data collection software or acquiring their own software provided their ticket and collision report data is packaged and transmitted using the business edits and XML data exchange standards published by the State. Current paper-based systems will also continue to be allowed.

Outside of the Scope

The following are **outside of the scope** of the TDCS project:

- A statewide rollout of the TDCS product to the WSP or LEA's. (See Assumptions)
- Implementation of a statewide data exchange network for the distribution of electronic records. (See Assumptions)

- Implementation of DUI sworn reporting data capture or back end database processes.

- Use of hand-held devices or wireless technology. (To be evaluated in a later phase)

- Software modifications to incorporate ticket data into AOC's DISCIS/JIS applications and databases making the data available to the courts for disposition entry.

- Software modifications to incorporate collision data into WSDOT's CLAS EDWMS applications and databases or development.

- Software modifications to incorporate collision data into DOL's applications.

- Transfer of the ticket disposition data to DOL for driver's history purposes. AOC and DOL will coordinate data exchanges between their systems.

- Integration with the WSP's Emergency Communications System (ECS) or the Mobile Computing System (MCN).

Project Approach

The TDCS project will be implemented in a phased approach in order to take advantage of logical completion points and funding availability.

Phase 1 will provide the following deliverables:

- Data model and database for both tickets and collision reports that support the sharing of common data elements between forms.
- Business edits for both tickets and collision reports.
- XML schemas for both tickets and collision reports.
- Rules and a mechanism for de-coupling electronic tickets and collision reports so they can be transmitted to the appropriate agencies.
- Ability to print tickets and collision reports.
- A method to uniquely identify a ticket.
- Trooper/Officer-defined activity summary reports.
- Audit trail/security for tickets and collision reports.
- Begin and end shift processes.
- An incident diagramming tool for tickets and collision reports.
- Use of 2D bar codes to capture driver's license and vehicle registration data.
- GUI-interface for the ticket (collision report interface will be done in Phase 2).
- Technical and User Documentation and Training.
- Plan and design a method of identifying location of events through addressing or GPS coordinates.
- Plan and design a method to uniquely identify a collision report.

- Plan and design a process to differentiate between an initial and supplemental collision report.

Phase 1 of the project will also include:

- *Issuing an RFP and selecting a vendor who will provide and implement a data collection application capable of producing electronic tickets and collision reports*. Hardware and high-level system requirements have been identified to establish constraints within which the vendors must respond.

- *The Apparent Successful Vendor (ASV) providing software to enable electronic entry of ticket and collision report information and build the XML schemas to facilitate the transfer of data.* The successful vendor will provide the software and development support to enable Troopers/Officers to enter ticket and collision report data on a laptop and to upload the data to the back-end office and a jurisdictional server. The vendor will also demonstrate that the application will capture ticket data on a hand-held device and can print a copy of a ticket.

- *Working with the ASV to determine an implementation strategy to achieve a successful deployment of the data collection application for both electronic ticketing and collision reporting in the WSP, local law enforcement, local courts, AOC, DOL and WSDOT*. The successful vendor will work with project stakeholders to develop a detailed design document (DDD), a statement of work (SOW), a project timeline and a statewide implementation strategy.

- *Working with WSP FOB and CVD Commanders, a County Sheriff, and an LEA to secure participation by Troopers/Officers in the TDCS implementation.*

- *Working with WSP Fleet Section to coordinate any hardware installations needed.*

- *Working with local courts to accept and process electronic citations prepared and submitted by the implementation group of Troopers/Officers.*

Phase 2 is planned to include:

- GUI-interface for the collision form.
- Ability to capture and print collision exchange of information.
- Complete integration of collision report business edits.
- Completion of XML schema for collision reports.
- Complete integration of diagramming tool for collision reports.
- Continued development of the event location object method.
- Full integration of supplemental collision report process.
- Technical and User documentation and Training.
- Technical documentation to guide local law enforcement agencies that want to implement the TDCS.

Project Goals and Objectives

A goal is a statement of purpose indicating a desired result or outcome that the project team and executive sponsors strive to achieve. An objective is a specific and measurable result expected within a specific timeframe, consistent with a goal.

Phase 1 - The following goals and objectives have been identified for Phase 1:

Goal 1: Enable Troopers/Officers to create and print electronic tickets and transmit the data to the receiving agency for processing. The electronic collision reporting process will be designed in Phase 1 but not implemented until Phase 2.

- Objective A: Install software and hardware in the initial group of patrol vehicles to enable electronic capture and printing of tickets and collision reports.
- Objective B: Develop the data model and database to allow sharing of common data elements between tickets and collision reports.
- Objective C: Implement a mechanism to de-couple ticket and collision report data so that they can be loaded into the XML schema for transmission to the receiving agencies.
- Objective D: Implement data transfer processes to enable ticket and collision data to be uploaded from the Trooper's/Officer's laptop to the back-end office for review and a jurisdictional server for processing.
- Objective E: Implement an XML data exchange process that will enable the appropriate agencies to receive ticket and collision report data and process exceptions.
- Objective F: Plan and design a method for differentiating between the initial and supplemental collision report.
- Objective G: Provide a collision scene diagramming capability.
- Objective H: Develop Trooper/Officer defined activity summary reports.
- Objective I: Provide technical and User Documentation and Training.

Goal 2: Improve data accuracy in the ticket preparation and collision reporting processes.

- Objective A: Provide law code information electronically when the ticket is created to improve accuracy of data and minimize data correction by court staff.
- Objective B: Reduce the number of handwritten tickets and collision reports that contribute to data entry errors.

Objective C: Develop the business rules and edits to be integrated within the ticket and collision report forms to improve data accuracy.
Objective D: Use the 2D bar codes incorporated into the driver's license and vehicle registration forms to capture data.
Objective E: Design a method of using GPS coordinates to identify event locations.

Goal 3: Eliminate redundant data entry of ticket and collision reports.

Objective A: Reduce data entry by AOC, WSDOT and DOL staff.
Objective B: Enter ticket and collision report data electronically, one time at the point of origin, eliminating redundant data entry.
Objective C: Ensure all available data is entered at the time the ticket or collision report is prepared to eliminate delays while missing data is researched.
Objective D: Reduce the transfer of paper tickets and collision reports among agencies.

Goal 4: Provide an electronic audit/security process for tickets and collision reports.

Objective A: Develop a method to uniquely identify a ticket.
Objective B: Design a method to uniquely identify a collision report.
Objective C: Reduce time required for tracking of ticket numbers by WSP and LEA's.
Objective D: Ensure that all the forms that were created were transmitted.

Phase 2 - The following goal and objectives have been identified for Phase 2:

Goal 1: Fully implement the electronic collision reporting process designed in Phase 1.

Objective A: Develop the GUI-interface for the collision form.
Objective B: Ability to capture and print collision exchange of information.
Objective C: Complete integration of collision report business edits.
Objective D: Completion of XML schema for collision reports.
Objective E: Complete integration of diagramming tool for collision reports.
Objective F: Continued development of the event location object.
Objective G: Integration of the supplemental collision report process.

Project Funding

AOC has agreed to provide at least $400,000 of the initial funding for the acquisition and implementation of the TDCS project. Additional funds totaling $130,000 have also been

provided by the Traffic Safety Commission that will be used to cover hardware. The total cost to fully implement this project however, has not been determined.

Additional sources of funding will be sought through the Traffic Safety Commission from Federal grants and other sources to assist with implementing the current phase of the TDCS project and to fund the deployment to additional Troopers/Officers in subsequent phases of the eTRIP project. At this time, there is no estimate on when the funding from those sources will be available or the amount.

Assumptions, Constraints and Risks

The following assumptions, constraints and risks are relevant to the TDCS project.

Assumptions:

- A subsequent phase to roll out the TDCS system statewide to additional Troopers/Officers in the WSP and LEA's will be planned and funded through the Traffic Records Committee and other sources.

- DOL will have the required hardware and software deployed to licensing agents so they can begin printing the 2D bar codes on vehicle registration forms starting in May 2005, with 75% saturation achieved by the first quarter of 2006.

- The Washington Integrated Justice Information Board (WIJIB) will complete the implementation of the statewide data exchange network that will enable the exchange of citation and collision report data among agencies.

- AOC will complete the required program modifications to the DISCIS/JIS applications and databases. AOC will also make electronic citation data available to the courts and to automate ticket processing by AOC and court staff.

- The data collection software acquired will be able to run on a laptop PC and hand-held devices, even though only laptops will be used in Phase 1.

- The data collection software acquired will be able to transmit data using a wireless connection but this will also not be tested in Phase 1.

- WSP will lead the TDCS project; However AOC, DOL and DOT Project Managers and Project Team members will be responsible for actively participating in all project activities and contributing to the completion of project tasks and deliverables to ensure success of the project.

- Electronic citation data will be uploaded daily from the Officer's laptops to the back-end office desktop and jurisdictional servers for transmission to AOC. Supervisors of Troopers/Officers will transmit collision data to WSDOT and DOL

within four working days of the date of the collision (To be implemented in Phase 2).

- WSP is responsible for capturing electronic citation data from WSP Troopers. LEA's will be responsible for capturing their citations.

- WSDOT will provide the unique identifier application that assigns the 7 digit number to a collision report.

- AOC will work with the local court(s) to process electronic ticket data and dispositions. AOC will review the transmitted tickets stored in the DISCIS/JIS systems and will develop processes to handle exceptions. AOC will work with local courts to resolve any other business process issues.

- AOC will establish the business edits and the XML schema for exchanging ticket data and will provide them to the appropriate agencies.

- WSDOT will establish the business edits and the XML schema for collision report data and will provide them to the appropriate agencies.

Constraints:

- The TDCS will be implemented using only the initial implementation group of Troopers/Officers from law enforcement agencies who agree to participate in the project and will only include court(s) who agree to accept and process citations electronically.

- Funding availability for the TDCS project is limited. The total cost to implement the software is unknown. Federal MCSAP and NHTSA funding is not expected before the end of 2005.

- A limited number of vehicle registrations with bar codes (50%) will be deployed by DOL before the implementation of phase 1 of the project which is scheduled to be completed by December 2005.

- Legislative changes to eliminate the violator's signature requirement on the ticket will not be implemented before June 2006.

- Only the initial implementation group of Troopers and Officers will participate in this phase of the project due to funding limitations.

- Project administrative support resources are very limited.

Risks:

- The statewide data exchange network will not be ready during the initial phases of the project. This will require alternative data transfer methods be developed limiting our ability to test the entire message exchange process.

- Funding will not be adequate to acquire the data collection software that meets the highest number of mandatory stakeholder requirements.

- Funding will not be adequate to deploy the TDCS to the WSP and LEA's at the targeted levels.

- Project goals and objectives will not be fully achieved because of limited availability and participation by Troopers/Officers within the tight project timeline.

- Coordination issues among vendors, participating agencies and the courts will delay implementation of data exchange processes.

- Competing agency priorities will siphon off resources and delay the successful implementation of the TDCS system.

- The level of sophistication of the vendor selected will not be adequate to successfully implement the TDCS system among diverse agency environments.

- The high level of complexity and uncertainty in implementing a TDCS among diverse agencies will delay implementation and reduce project success.

- Lack of available technical resources within the participating agencies will limit their ability to make necessary system modifications and delay implementation.

- A low volume of citations and Trooper/Officer turnover will limit testing and delay implementation and success of future phases of the project.

- Officer Safety issues (situational awareness, etc.) will not be satisfactorily resolved because the signature requirement is still in effect and limited number of vehicle registration forms with 2D bar codes.

- Officer acceptance and support of the TDCS project will be impacted because efficiencies cannot be realized with the continued signature requirement and limited number of vehicle registration forms.

- The required program modifications to DISCIS and JIS applications and databases will not be completed during the first phase which will prevent agencies from transmitting their ticket data. This will also prevent them from testing and experiencing the entire electronic data collection process.

Project Deliverables

The following chart outlines the major document deliverables for the first phase of the TDCS Project.

Deliverable	Phase
Project Charter	Planning
Project Schedule	Planning
Communication Plan	Planning
Risk Management & Contingency Plan	Planning
Conceptual Design	Requirements Analysis
RFP	Requirements Analysis
Contract with Apparent Successful Vendor (ASV)	Requirements Analysis
Statement of Work (SOW)	Requirements Analysis (Vendor)
Project Plan	Requirements Analysis (Vendor)
Detailed Design Document (DDD)	Requirements Analysis (Vendor)
Traffic Data Collection Software (TDCS)	Design (Vendor)
Traffic Data Collection Hardware – Initial Implementation Group	Design (Vendor)
Implementation Plan	Design (Vendor)
System Test Plan	Design (Vendor)
Acceptance Test Plan	Design
Training Plan and Manuals	Design (Vendor)
System Documentation	Implementation (Vendor)
Post Implementation Report	Review
Lessons Learned Log	All
Issues Log	All
Change Control Log	All
Project Journal	All

Resources, Roles and Responsibilities

Group	Person	Role	Responsibilities
TRC Executive Oversight Committee	Richard Duchaine, AOC Roger Horton, DOT Denise Movius, DOL Asst. Chief Glenn Cramer, WSP	Executive Sponsor	• Project oversight • Sets policy • Resolves disputes
AOC	Richard Duchaine Acting Information Services Division Director	AOC Executive Oversight	• AOC Citation process owner • Primary decision-maker for AOC
AOC	Manny Najarro	Information Services Manager	• Technical Process Manager for AOC
AOC	Dirk Marler Randy McKown	Project Managers	• Manage AOC's tasks and responsibilities in support of TDCS • Ensure timely completion of deliverables and milestones • Coordinate and direct project activities as needed • Determine required business process changes within the court system
DOL	Denise Movius Assistant Director Drivers Services	DOL Executive Oversight	• DOL Drivers process owner • Primary decision-maker for DOL Drivers Services
DOL	Mykel Gable Assistant Director Vehicles	DOL Executive Oversight	• DOL Vehicles process owner • Primary decision-maker for DOL Vehicle Systems
DOL	Bill Kehoe	Chief Information Officer	• DOL Technical Process Owner – Drivers and Vehicles Systems
DOL	Brian Alula	IT Manager	• Drivers Systems Technical Process Manager
DOL	Katherine Vasquez Mike Martin Joann Thompson Steve Schopfer Robert Smith	Project Managers IT Project Managers (Vehicles and Drivers)	• Manage DOL's tasks and responsibilities in support of TDCS • Ensure timely completion of deliverables and milestones • Coordinate and direct project activities as needed
WSDOT	Roger Horton General Manager Transportation Data Office (TDO)	WSDOT Executive Oversight	• WSDOT Collision report process owner • Primary decision-maker for WSDOT

WSDOT	Nadine Jobe	Project Team Advisor	• Provide Technical and Business Input to Project Team • Report project status and issues to WSDOT Management
WSDOT	Paul Sullivan Brian Limotti	Project Managers	• Manage WSDOT's tasks and responsibilities in support of TDCS • Ensure timely completion of deliverables and milestones • Coordinate and direct project activities
WSP	Glen Cramer, Assist. Chief (TSB)	WSP Executive Oversight	• Primary Decision Maker for WSP • Reviews and approves Project Charter and other WSP project documents brought before the committee
WSP	Robert Veliz, Lieutenant (TSB)	TSB/FOB/ISB Liaison	• Coordinate with Business Owners • Assist Project Team with TDCS Deployment in the WSP
WSP	Sue Fleener	IT Division Administrator	• WSP Technical Process Owner
WSP	Marlene Boisvert	Project Team Advisor	• Provide Technical and Business Input to Project Team • Report project status and issues to WSP Executive Management
WSP	Dan Belles Steve Cole	Project Managers	• Manage the overall TDCS project • Ensure timely completion of deliverables and milestones • Coordinate project activities • Communicate with the TDCS Project Team and Stakeholders
WSP/LEA's	WSP Troopers, County Deputy Sheriff, and LEA Police Officer	Initial Implementation Group	• Utilize the hardware and software to prepare and submit tickets to AOC • Participate in Project Team meetings as necessary • Report issues, performance and results to the TDCS Project Manager
TDCS Project Team	To be determined	Project Support	• Assist in maintaining project plans and related documents • Ensure all project documents are properly maintained • Prepare and distribute meeting minutes and materials

AOC,DOL, WSDOT, WSP	Infrastructure and Applications units	Technical Support	• Coordinate installation and support of TDCS software and hardware with product vendor • Develop interface to statewide message network with vendor
Vendor	To be determined	TDCS product developer	• RFP response • Develop DDD and SOW • Provide TDCS application • Implement TDCS based on DDD and SOW • Develop a statewide implementation strategy

Washington State Patrol Responsibilities

1. Act as the lead agency for the TDCS part of the eTRIP Project.

2. Manage the TDCS project using the WSP's Project Management Methodology (PMM).

3. Preparation and execution this Project Charter and other project planning documents as they apply to this project.

4. Participate in the preparation of the Request for Proposal (RFP), the evaluation and scoring of vendor bids and in the selection of the Apparent Successful Vendor (ASV).

5. Document system requirements and design for the WSP portion of the interfaces.

6. Manage WSP project team resources.

7. Assist in monitoring vendor performance and contract compliance.

8. Communicate project status to WSP Executive Management and the project team as described in the project Communication Plan.

9. Facilitate the resolution of WSP technology issues.

10. Manage approved changes to the scope of work.

11. Escalate project issues as described in this document.

Administrative Office of the Courts Responsibilities

1. Provide funding for the TDCS product.

2. Facilitate legislative efforts to remove the ticket signature requirement from the RCW's.

3. Coordinate and manage efforts with local courts to accept and process electronic ticketing.

4. Coordinate and manage efforts to implement changes to the state ticket format with the appropriate entities.

5. Manage AOC's project tasks using the agency's Project Management Methodology and approved changes to the scope of work.

6. Participate in the preparation and execution of this Project Charter and other project planning documents as they apply to this project.

7. Administer the Request for Proposal (RFP), the process for evaluating and scoring of vendor bids and the selection of the Apparent Successful Vendor (ASV).

8. Document system requirements and conceptual design for AOC, courts, and DOL interfaces as necessary.

9. Manage AOC project resources and technical support staff and facilitate the resolution of AOC technology issues.

10. Assist with overseeing vendor performance and administer the contract with the vendor.

11. Communicate project status to local law enforcement agencies, courts and other stakeholders, AOC management, and the project team, as described in the project Communication Plan.

Washington State DOT Responsibilities

1. Develop the unique identifier system for collision reports.

2. Manage WSDOT's project tasks in support of the TDCS project using WSDOT's Project Management Methodology.

3. Participate in the preparation and execution of this Project Charter and other project planning documents as they apply to this project.

4. Participate in the preparation of the Request for Proposal (RFP), the evaluation and scoring of vendor bids and in the selection of the Apparent Successful Vendor (ASV).

5. Document system requirements and conceptual design for WSDOT collision reporting systems and interfaces as necessary.

6. Manage WSDOT project resources and technical support staff.

7. Assist with overseeing vendor performance and contract compliance.

8. Communicate project status to stakeholders, WSDOT management, and the project team, as described in the project Communication Plan.

9. Facilitate the resolution of WSDOT technology issues.

10. Manage approved changes to the scope of work.

Department of Licensing Responsibilities

1. Manage the project to implement 2D bar codes on vehicle registration forms.

2. Manage DOL's project tasks in support of the TDCS project using DOL's Project Management Methodology.

3. Participate in the preparation and execution of this Project Charter and other project planning documents as they apply to this project.

4. Participate in the preparation of the Request for Proposal (RFP), the evaluation and scoring of vendor bids and in the selection of the Apparent Successful Vendor (ASV).

5. Document system requirements and conceptual design for DOL interfaces.

6. Manage DOL project team resources and technical support staff.

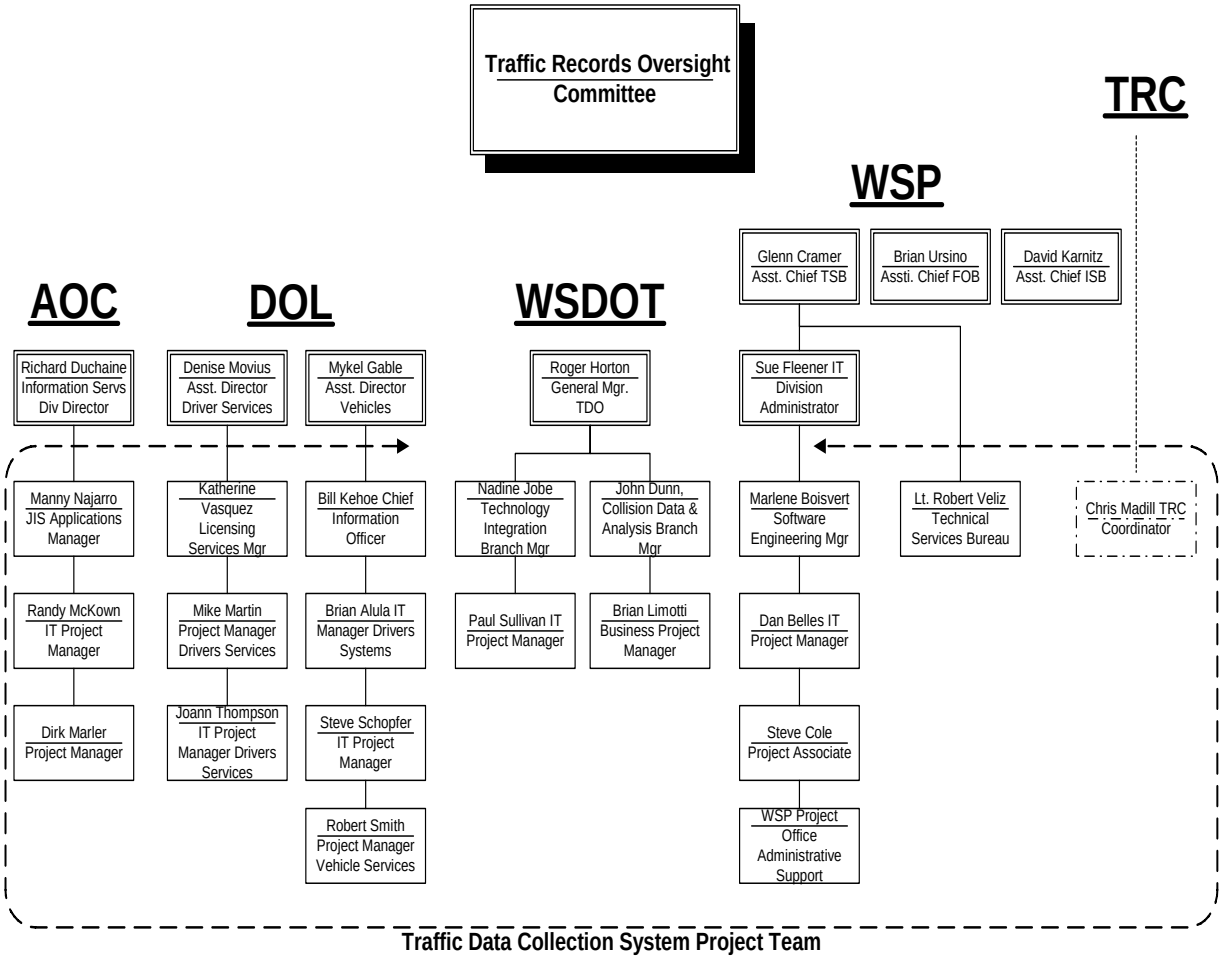
7. Assist with overseeing vendor performance.

8. Communicate project status to stakeholders, DOL management, and the project team, as described in the project Communication Plan.

9. Facilitate the resolution of DOL technology issues.

10. Manage approved changes to the scope of work.

Reporting Structure



Source Code Ownership & Maintenance

It is the State's intention to acquire ownership and control of the source code for the Traffic Data Collection Software from the vendor once the project is completed. The application source code shall be maintained by the WSP's Information Technology Division in accordance with the stipulations of the license agreement with the vendor.

A TDCS governance committee comprised of representatives from AOC, WSDOT, DOL and the WSP shall be established to oversee the distribution and maintenance of the software.

The WSP will receive and review all requests from agencies to acquire the software. The WSP will provide the TDCS software to other state and local law enforcement agencies in accordance with the software licensing agreement and the rules established by the governance committee. The TDCS source code will not be distributed to other agencies unless authorized by the licensing agreement and the governance committee.

Agencies receiving the software are responsible for loading data tables and other configuration work required to integrate the application into their environment. On-going maintenance of the tables, are also the responsibility of each individual agency.

It shall be the WSP's responsibility for distributing the software and tracking which agencies have been provided the application as approved by the governance committee. Updates to the application provided by the vendor will be made available to agencies by the WSP in accordance with the licensing agreement and guidelines established by the governance committee.

If the State is unable to acquire the source code for the TDCS, the application will be made available to requesting agencies in accordance with the license agreement with the vendor subject to available funding.

Escalation Process

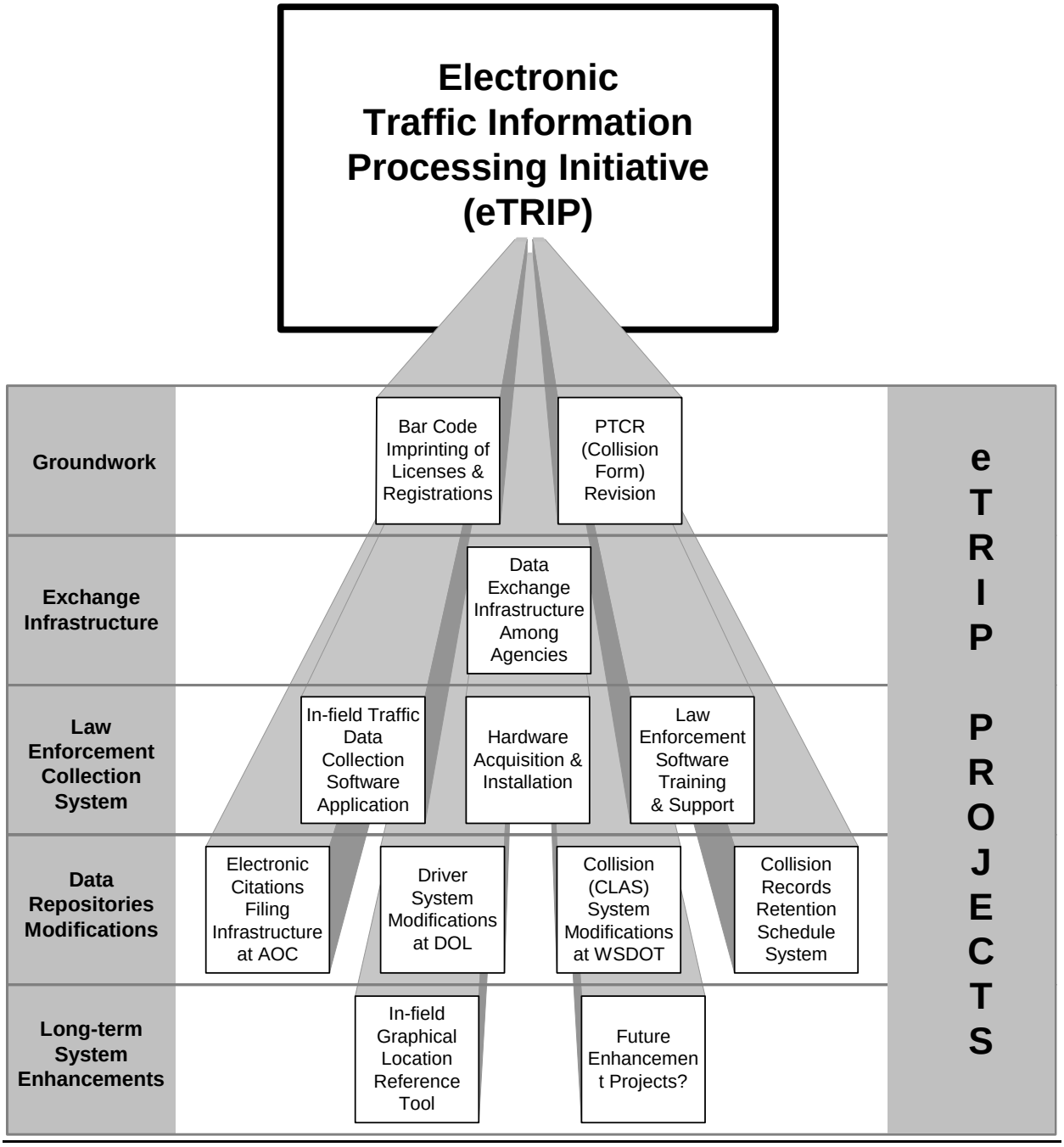
In the event that a disagreement within the project team cannot be resolved, issues dealing with business, organization, procedure or policy will be escalated by the WSP Project Manager to a representative group of managers from the TDCS project stakeholder agencies for resolution.

If the project team executives are unable to resolve the matter, it will be elevated to Executive Oversight Committee of the TRC. Technical issues shall be resolved by the IT Project Managers from AOC, DOL, WSDOT and WSP. All issues requiring escalation to the Oversight Committee shall be documented using an issue paper format.

Revision History

Version	Date	Description	Name
1.0	01-04-05	Original	TDCS Project Team
1.1	01-07-05	Corrections and Additions	Dan Belles
1.2	01-11-05	Additional Requirements, Project Team Review, Corrections and Additions	TDCS Project Team Members: Dan B, Nadine J, Paul S, Brian L and Chris M.
1.3	01-12-05	Additional Requirements, Project Team Review, Corrections and Additions	TDCS Project Team Members and Chris Madill
1.4	01-18-05	Project Team Review, Corrections and Additions	TDCS Project Team Members
1.5	04-8-05	Project Team Review, Corrections and Additions	TDCS Project Team Members
1.6	04-18-05	Final Project Team Review, Corrections and Additions	TDCS Project Team Members

Appendix A: eTRIP Projects Diagram


Electronic Traffic Information Processing Initiative (eTRIP)
Groundwork
Exchange Infrastructure
Law Enforcement Collection System
Data Repositories Modifications
Long-term System Enhancements
Bar Code Imprinting of Licenses & Registrations
PTCR (Collision Form) Revision
Data Exchange Infrastructure Among Agencies
In-field Traffic Data Collection Software Application
Hardware Acquisition & Installation
Law Enforcement Software Training & Support
Electronic Citations Filing Infrastructure at AOC
Driver System Modifications at DOL
Collision (CLAS) System Modifications at WSDOT
Collision Records Retention Schedule System
In-field Graphical Location Reference Tool
Future Enhancement Projects?
eTRIP PROJECTS